

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: City Planning Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides support for planning analysis, maintains informational databases of cartographic, demographic and field data, and provides maps.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides services by using geographic information technology to provide a variety of maps for public hearings, providing maps for departmental and other agency use, maintaining zoning maps, retrieving data and providing information to the public regarding demographics, locations and addresses.
2	L	Maintains database by including field research of city conditions to note land use changes, updating maps and computer databases, referencing state files, updating address changes, additions, and subdivisions, and maintaining list of civic league information.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year experience.
Certifications and Other Requirements	Valid Driver's License, Micro Certification
Reading	Work requires the ability to read manuals, instructions, computer generated information and data, general correspondence, memorandums and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write instructions, general correspondences, memorandums and letters.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Consulting with clients, retrieving files
Sitting	C	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, offsite work, retrieving files
Lifting	R	Geographic data and maps, files, site plans, floor plans, blue prints, scales, planimeter, books
Carrying	R	Geographic data and maps, files, site plans, floor plans, blue prints, scales, planimeter, books
Pushing/Pulling	F	Filing cabinet drawers, chair
Reaching	O	Bookshelf
Handling	F	Geographic data and maps, files, site plans, floor plans, blue prints, scales, planimeter, books
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Retrieving files
Twisting	R	Retrieving files
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, clients, telephone, meetings
Talking	F	Staff, supervisor, clients, telephone, meetings
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Fax machine, copy machine, calculator, scale, telephone, planimeter, computer, laser or inkjet printer, plotter, scanner, Standard Microsoft Windows and Office software, ArcView, Micrographix Picture Perfect, WordPerfect, Dbase IV

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	D	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	W	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)